



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1373

**S: 30 November 2018**

ARNG-HCM

5 November 2018

### MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT:** Army National Guard (ARNG) Announcement for the Senior Equal Opportunity Advisor, Army National Guard, Arlington, VA 22204

#### 1. References:

a. AR 135-18, The Active Guard Reserve (AGR) Program, 29 September 2017.

b. Memorandum, National Guard Bureau, ARNG-HRH, 13 June 2018, subject: Title 10 (T10) Army National Guard Active Guard Reserve Life Cycle Management Strategy and Plan (ARNG-HRH Policy Memorandum #18-020).

2. The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as the Senior Equal Opportunity Advisor Army National Guard, Arlington, VA 22204

3. Eligibility. Current Title 10 (T10) Active Guard Reserve (AGR), Current Title 32 (T32) AGR, and Traditional status NCOs in the grade of E-9.

4. The selected NCO will be processed the following way depending on their current duty status.

a. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS) or reassignment orders.

b. T32 AGR NCO – will be assessed into the T10 AGR program for a duration of two years and will serve on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to traditional duty status.

c. Traditional (M-Day) NCO – will be assessed into the T10 AGR program for duration of two years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.

5. Brief Duty Description: Provides guidance to the ARNG and ANG, the Defense Equal Opportunity Management Institute (DEOMI), and state officials on Equal Opportunity (EO) and implications of actions within their policy domain. Coordinates

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with the Office of Diversity Management and Equal Opportunity (ODMEO), other DoD agencies, and EO offices, as needed, on policy and training requirements to ensure the interest of the National Guard is represented. Responsible for the development of strategic plans and the dissemination of EO information to State Equal Employment Managers, Human Relations / EO Officers, and EO Advisors in the 54 States and Territories. Approves student attendance at DEOMI; coordinates selection of, funding for, and training of service specific adjunct instructors in support of the Equal Opportunity Advisor Reserve Component Course (EOARCC) at DEOMI. Plans, develops, coordinates, and presents EO training at conferences, workshops, and DEOMI. Collaborates on course design to meet EOA training requirements.

6. Pre-requisites:

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: SGM/E-9 (W39LAA / 060/ 05).
- c. MOS: 00F6Q
- d. Military Education: Graduate, United States Army Sergeants Major Academy/ Graduate, Defense Equal Opportunity Management Institute Equal Opportunity Advisor Course.
- e. Civilian Education: Bachelor's degree preferred.
- f. Experience: 24 month experience in Equal Opportunity preferred.
- g. Security Clearance: Must possess a Secret at time of application.

7. Application.

a. T10 AGR SGM – contact your Assignment NCO for an example of the 4187 that must be completed. Accompanying the 4187 will be a copy of your ERB, 705, 5500/1, last 3 NCOERs, latest PME 1059, and verification memo for your security clearance. Additionally, applicants need to submit both a military biography (see Optional example on GKO) and a letter to the board. The letter should detail your unique qualifications and how you would benefit the organization in this position.

b. T32 AGR/M-Day SGM – application procedures and required forms are available on the ARNG GKO website <https://gkoportal.ng.mil> under "Find Jobs". Additionally, applicants need to submit both a military biography (see Optional example on GKO) and

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a letter to the board. The letter should detail your unique qualifications and how you would benefit the organization in this position.

c. Completed application packets should be emailed to SFC Tamara Floyd. All packets must be in accordance with the application checklist on GKO and be received no later than **1700 EST on 30 November 2018**.

d. This announcement will close at 1700 EST on 30 November 2018. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

8. The point of contact for information about this position is SGM Manuel Almanza, Chief, Enlisted Management Branch at 703-601-7539, or [manuel.almanza.mil@mail.mil](mailto:manuel.almanza.mil@mail.mil).

9. Point of contact for packet submission is SFC Tamara Floyd, Assessments NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), 703-601-7870, or [tamara.floyd3.mil@mail.mil](mailto:tamara.floyd3.mil@mail.mil).



Thomas G. Rynders  
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